SCENARIO 1:

USAR and ARNG Soldiers preparing to Mobilize with Deploying Unit under 12302 Partial Mobilization and requesting transition to 12301(d) Voluntary COTTAD Orders to complete 12 months BOG

PHASE I: COTTAD Packet Preparation and Submission

Step 1: Unit Prepares Packet at Home Station

Step 2: Upon receipt of Mob Order, Unit CDR verifies and signs all DA Form 4187s and prepares a Unit Roster of all Soldiers in Unit

Step 3: Once Mobilized, Unit CDRs submits initial COTTAD request and sends Unit Roster to HRC-A, RRC, JFHQ-ST, and Chain of Command via email

Step 4: Unit CDR submits any subsequent COTTAD request at Mob Station through Mob Station CDR to HRC-A

PHASE II: COTTAD Packet Approval, Orders Publication, and Distribution

Step 1: HRC-A performs quality control check of COTTAD request within 72 hours of receipt

Step 2: HRC-A publishes COTTAD orders within 5 days of receipt for all completed packets

Step 3: HRC-A distributes orders NLT 30 days after Units arrival at Mob Station and loads packet into DAMPS

Step 4: Mob Station CDRs sends request to revoke COTTAD orders on Soldiers who are found to be non-deployable to HRC-A via email

Step 5: 1st and 5th Armies and Mob Station CDRs ensures Unit CDRs have all COTTAD orders within 30 days of arrival at Mob Station

PHASE III: AIP Verification

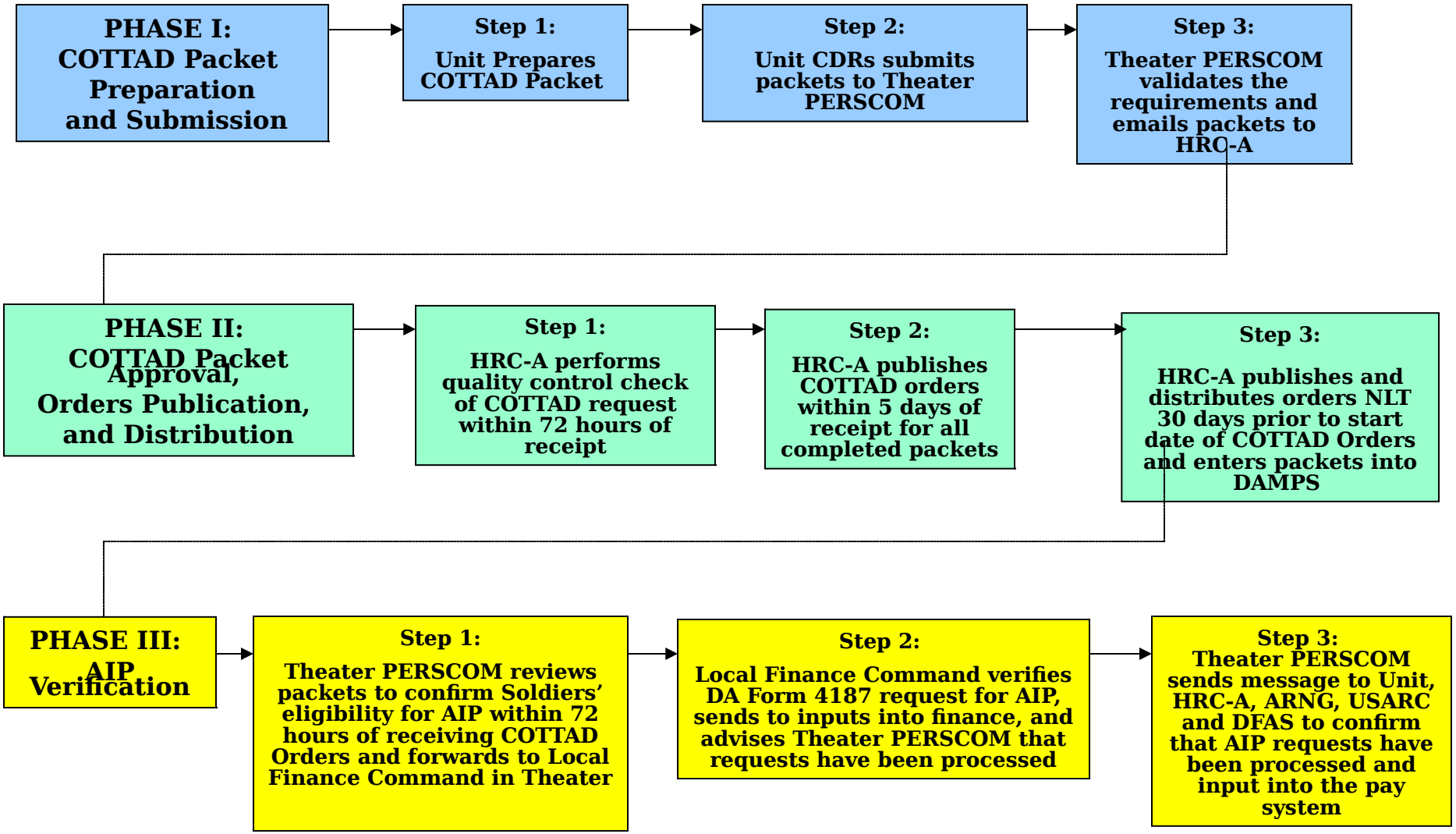
Step 1: Within 72 hours of unit's arrival in Theater, Theater PERSCOM tasks unit Commander to submit AIP request to the local in theater Finance Commander.

Step 2: Local Finance Command verifies request for AIP, inputs into the pay system, and advises Theater PERSCOM that request has been processed

Step 3: Theater PERSCOM sends message to Unit, HRC-A, ARNG, USARC to confirm that AIP requests have been processed and input into the pay system

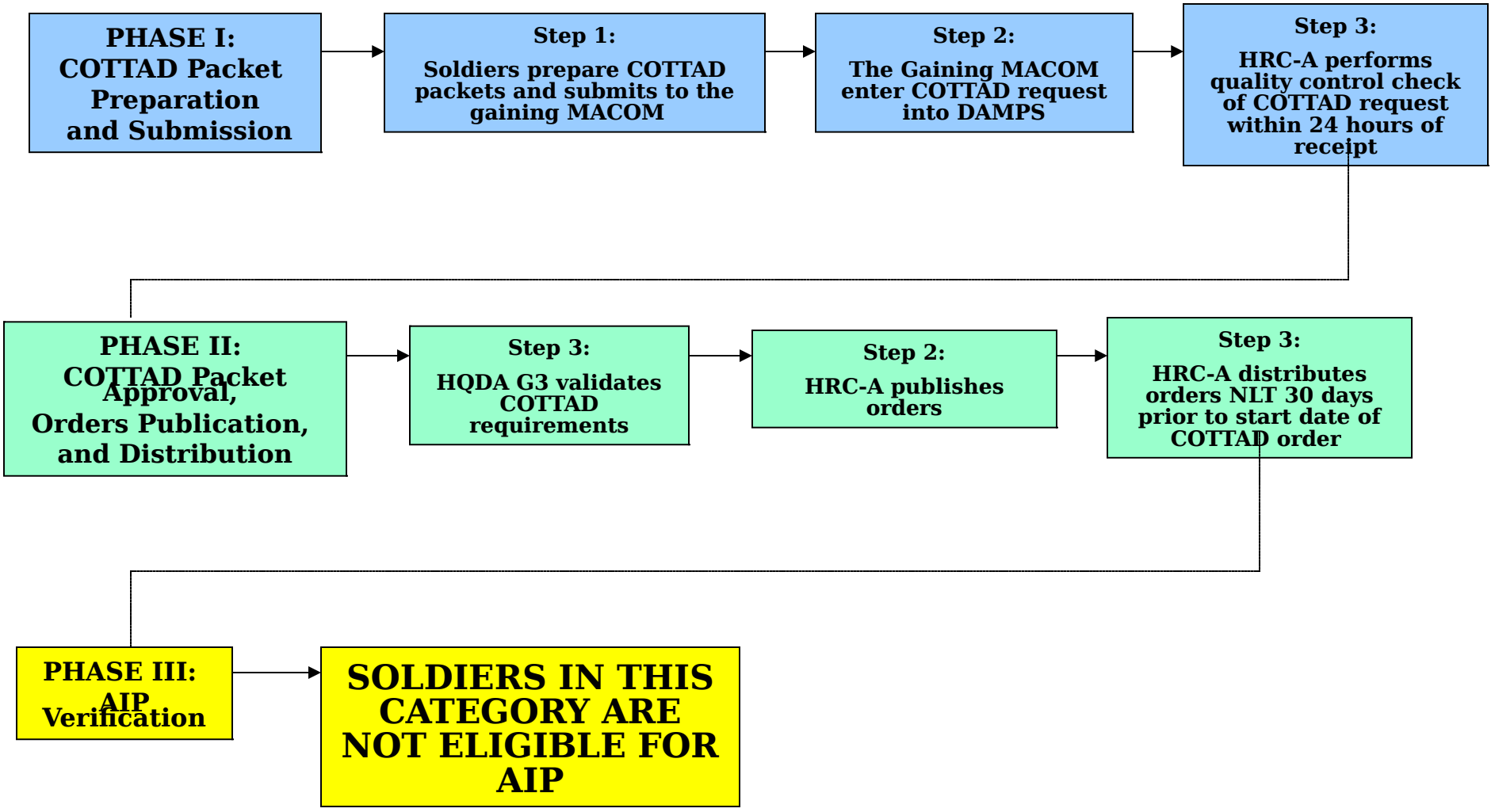
SCENARIO 2

USAR and ARNG Soldiers who are Mobilized under 12302 Partial Mobilization are Deployed, are Soldiers are Requesting 12301(d) Voluntary COTTAD Orders to complete 12 months BOG with Deployed Unit


PHASE I: COTTAD Packet Preparation and Submission
Step 1: Unit Prepares COTTAD Packet
Step 2: Unit CDRs submits packets to Theater PERSCOM
Step 3: Theater PERSCOM validates the requirements and emails packets to HRC-A
PHASE II: COTTAD Packet Approval, Orders Publication, and Distribution
Step 1: HRC-A performs quality control check of COTTAD request within 72 hours of receipt
Step 2: HRC-A publishes COTTAD orders within 5 days of receipt for all completed packets
Step 3: HRC-A publishes and distributes orders NLT 30 days prior to start date of COTTAD Orders and enters packets into DAMPS
PHASE III: AIP Verification
Step 1: Theater PERSCOM reviews packets to confirm Soldiers' eligibility for AIP within 72 hours of receiving COTTAD Orders and forwards to Local Finance Command in Theater
Step 2: Local Finance Command verifies DA Form 4187 request for AIP, sends to inputs into finance, and advises Theater PERSCOM that requests have been processed
Step 3: Theater PERSCOM sends message to Unit, HRC-A, ARNG, USARC and DFAS to confirm that AIP requests have been processed and input into the pay system

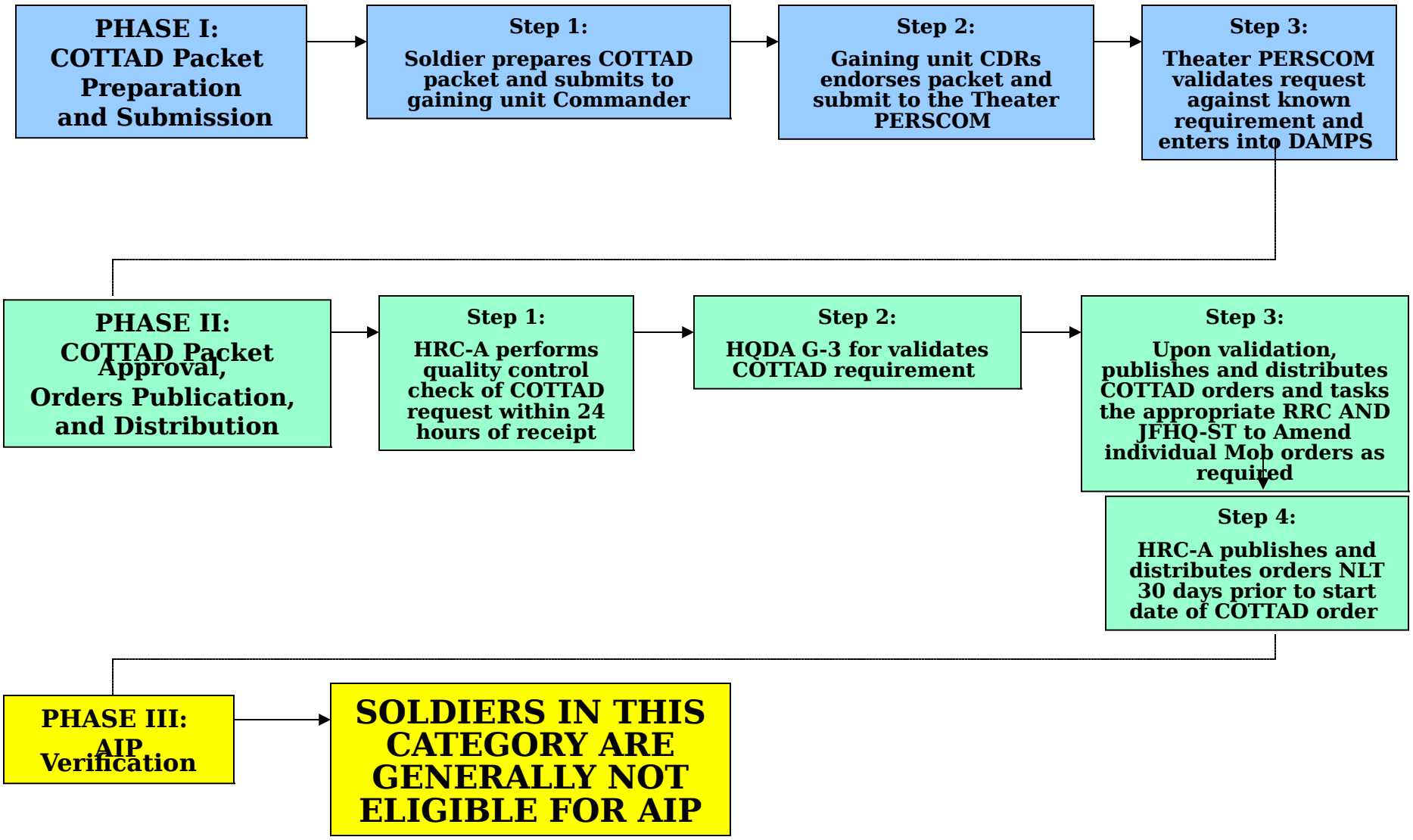
SCENARIO 3

USAR and ARNG Soldiers Mobilized under 12302 Partial Mobilization and Executing CONUS Based Missions and Request transition to 12301(d) Voluntary COTTAD Orders to support Validated CONUS Based Requirements


PHASE I: COTTAD Packet Preparation and Submission
Step 1: Soldiers prepare COTTAD packets and submits to the gaining MACOM
Step 2: The Gaining MACOM enter COTTAD request into DAMPS
Step 3: HRC-A performs quality control check of COTTAD request within 24 hours of receipt
PHASE II: COTTAD Packet Approval, Orders Publication, and Distribution
Step 3: HQDA G3 validates COTTAD requirements
Step 2: HRC-A publishes orders
Step 3: HRC-A distributes orders NLT 30 days prior to start date of COTTAD order
PHASE III: AIP Verification
SOLDIERS IN THIS CATEGORY ARE NOT ELIGIBLE FOR AIP

SCENARIO 4

USAR and ARNG Soldiers Mobilized under 12302 Partial Mobilization, Deployed, and Requesting 12301(d) Voluntary COTTAD Orders to remain in Theater when Unit Redeploys and Demobilizes


PHASE I: COTTAD Packet Preparation and Submission
Step 1: Soldier prepares COTTAD packet and submits to gaining unit Commander
Step 2: Gaining unit CDRs endorses packet and submit to the Theater PERSCOM
Step 3: Theater PERSCOM validates request against known requirement and enters into DAMPS
PHASE II: COTTAD Packet Approval, Orders Publication, and Distribution
Step 1: HRC-A performs quality control check of COTTAD request within 24 hours of receipt
Step 2: HQDA G-3 for validates COTTAD requirement
Step 3: Upon validation, publishes and distributes COTTAD orders and tasks the appropriate RRC AND JFHQ-ST to Amend individual Mob orders as required
Step 4: HRC-A publishes and distributes orders NLT 30 days prior to start date of COTTAD order
PHASE III: AIP Verification
SOLDIERS IN THIS CATEGORY ARE GENERALLY NOT ELIGIBLE FOR AIP